

# STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

## CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

### INVITES APPLICATIONS FOR

### DIRECTOR OF POLICY, PLANNING AND, RESEARCH DIVISION OF JUVENILE JUSTICE

**MONTHLY SALARY**

**\$8,846**

**FINAL FILING DATE:**

**MAY 18, 2007**

**VISION STATEMENT:** *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

**MISSION STATEMENT:** *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

The Department of Corrections and Rehabilitation (DCR) seeks a highly skilled leader to serve as Director of Policy, Planning and Research. Under the direction of the Chief Deputy Secretary, Division of Juvenile Justice (DJJ), the Director of Policy, Planning and Research is responsible for juvenile justice policy and planning for DJJ. As a member of the DJJ executive team, the position is responsible for coordinating multi-

disciplinary approaches to policy development and planning activities. Among other things, the position acts, through the Chief Deputy Secretary, as the juvenile justice advisor to the Secretary, California Department of Corrections and Rehabilitation (CDCR), and to CDCR staff, advising on matters that affect juvenile justice programming, policies, planning, and funding. The position works with various departments and boards, legislative staff, external organizations, and the Governor's Office.

Duties include, but are not limited to:

- Oversees Farrell lawsuit implementation. Provide direction and support to ensure timely implementation of remedial plans related to the Farrell lawsuit. Ensure accurate reporting of DJJ's progress for internal and external review. Provide leadership in developing strategies to improve implementation efforts, identifying key barriers to successful implementation, and helping to problem-solve when internal and external challenges have been identified. Provide leadership in establishing and coordinating division-wide priorities as they relate to Farrell implementation, particularly with administrative and support functions such as budget, training, personnel, facility planning, information technology, and labor. Oversee the Farrell compliance process and ensure that court-related documents are timely and accurate. Work closely with the other members of the executive management team and legal counsel to promote a responsive and productive relationship with the plaintiff's counsel, special master, and court experts.
- Oversee the Coordinator of the Policy, Procedures, Programs, and Regulations Unit in the development and management of juvenile justice policies for the Division of Juvenile Justice, including the development of an integrated and standardized DJJ Policy Manual. Foster a collaborative and timely policy drafting and review process. Ensure the integrity of the policymaking process, in particular by ensuring that there is a multi-disciplinary approach to policy drafting and that each policy is thoroughly reviewed by an interdisciplinary executive review team before it is presented to the Chief Deputy Secretary for signature.
- Prepare legislative, budget, and other reports as needed. Coordinate the preparation of reports for the legislature, the courts, the Chief Deputy Secretary, the Secretary's Office, and others, as requested. Ensure that these reports include accurate and updated information from all areas of DJJ. Track DJJ's accomplishments on a regular basis in anticipation of these requests.
- Oversee DJJ's performance-based management and quality assurance system, including Performance-based Standards (PbS) and COMPSTAT. Monitor and support the activities related to PbS and COMPSTAT. Work with other members of the executive management team to develop a quality assurance process. Ensure accurate implementation of these measurement systems. Work closely with the relevant branches of DJJ and CDCR to continue to improve DJJ's ability to monitor and track its quality and performance in all areas.
- Oversee DJJ's Partnership Liaison. Coordinate between the Division of Juvenile Justice, the Corrections Standards Authority, community providers, county governments, law enforcement, and other key stakeholders to address statewide policy issues, particularly those related to establishing statewide juvenile justice outcome measures, developing statewide funding priorities, and identifying gaps in the statewide juvenile justice continuum. Identify and pursue private and federal funding opportunities.

- As directed, serve as the Department's representative on juvenile justice issues with the Governor's Office, the Legislature, control agencies, federal and local governments, community organizations, and other external organizations.
- Provide indirect direction and guidance to the Office of Research. Work closely with the Office of Research to ensure that DJJ's policies and planning are based on sound research practices and evidence-based principles. Coordinate and synthesize research data for policy, planning, and budgetary purposes.

### **DESIRABLE QUALIFICATIONS**

- Possession of administrative or managerial credentials received from an accredited college or university
- Extensive knowledge of court mandates and law suits
- Management and operational experience interfacing multifaceted programs
- Experience and knowledge of policy development, program planning and implementation
- Knowledge of multifaceted components of juvenile operations
- Experience in public administration, personnel management, and leadership
- Experience communicating effectively both orally and in writing

### **ADDITIONAL QUALIFICATIONS**

Candidates must have a thorough knowledge of juvenile correctional organizations, State government, and the issues currently facing the California Department of Corrections and Rehabilitation, and specifically the Division of Juvenile Justice. Candidates should have general knowledge of community organizations, including evidence-based organizations, and successful approaches to foster community partnerships in a correctional environment. Candidates also should be knowledgeable about the delivery of budget operations, training, personnel management, facility planning, labor, and information technology in a juvenile correctional setting. Specific skills, abilities and characteristics include:

- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of selection, training, motivating staff, recognition, progressive discipline, and establishing partnerships; and a manager's role in contributing and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.
- Knowledge of federal, state and local laws and regulations. Experience in Strategic and Tactical Planning and the ability to develop and lead initiatives that advance the organization towards its mission. Successfully manage associated transitions in the workplace with minimal disruptions, and manage and operate within budget. Understand, manage and communicate financial information.
- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation application process, and developing positive cooperative relationships with a wide variety of customers and stakeholders.

- Experience which demonstrates the ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, Executive Branch of Government, Court Monitors, Community Leaders, Advocate groups and Religious Organizations.

### **COMPENSATION AND BENEFITS**

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

### **EXCLUDED EMPLOYEE RELOCATION CRITERIA**

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, sale of residence, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

### **THE DEPARTMENT**

The Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

### **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Director of Policy, Planning, and Research is an "Exempt" position, therefore appointment to this position and salary are subject to Executive Approval.

### **HOW TO APPLY**

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Xina Bolden, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108N Sacramento, California 95814 by May 18, 2007. For further information regarding this position, please contact Xina Bolden at (916) 327-8028 or [xina.bolden@cdcr.ca.gov](mailto:xina.bolden@cdcr.ca.gov).

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: [www.governor.ca.gov](http://www.governor.ca.gov) or <http://appointments.ca.gov/en/form/index.php>